

2.3 City-Owned Leased Properties

2.3.1 Introduction

This program component is applicable to the Real Estate Assets Department (READ), which is responsible for leasing more than 800 City-owned properties. The goal of this component is to reduce pollutants in runoff from City-owned leased properties and minimize the impact of tenant or lessee activities on storm water quality to the maximum extent practicable.

The City's Urban Runoff Management Program must meet the requirements of the San Diego Municipal Storm Water Permit, as described in Table 2.3-1.

Table 2.3-1. Permit Requirements - City-Owned Leased Properties.

Section	Requirement (Summary)	Permit Section
2.3.2	Implement pollution prevention methods, as applicable	F.3.b. (1) F.3.c. (1) F.3.d. (1)
2.3.2	Implement minimum BMPs for industrial, commercial, and residential uses, as applicable	F.3.b. (4) F.3.c. (3) F.3.d. (3)
2.3.2	Require inspection of industrial sites and review BMP implementation plans, as applicable	F.3.b. (6)
2.3.2	Designate and Implement an Educational Program for all pertinent target audiences	F.4.a. F.4.b. F.4.c.
2.3.3	Develop a budget for storm water expenditures for each fiscal year covered by the Municipal Permit	F.8
2.3.4	Document activities for Jurisdictional Urban Runoff Management Program Annual Report	I

The objectives of the program component are to:

- Obtain Storm Water Pollution Prevention Plans from all City lessees who do not already have one;
- Establish standard language for all leases addressing compliance with the City's storm water ordinance and pollution prevention;
- Inspect properties to ensure that tenants and lessees are practicing good housekeeping to protect storm water quality;
- Insure that all lessees are properly educating their staff regarding appropriate Pollution Prevention techniques for City Storm Water Ordinance;

- Provide continuing education for all property agents in storm water ordinance requirements and pollution prevention principles, to be incorporated into contractual agreements;
- Educate all property agents of storm water protection requirements relating to City-owned leased properties;
- Identify a phased implementation schedule and associated estimated costs needed to implement the component through the five-year life of the Municipal Permit;
- Document storm water pollution prevention activities conducted by READ, which will then be submitted annually to the Storm Water Pollution Prevention Program along with an annual activities report.

2.3.2 Activities

In order to effectively implement the activities, procedures and education and training outlined below, the READ shall maintain a designated coordinator or coordinators to maintain a working understanding of the Municipal Permit so that he/she can provide guidance to department management and staff in implementing the City-Owned Leased Properties Component of the Urban Runoff Management Plan. The name(s) of the coordinator shall be submitted to the Storm Water Program by Thursday, February 21, 2002—the Urban Runoff Management Program implementation date. READ shall provide the names of new representatives whenever the designated coordinator is replaced. The Storm Water Program will interact with the coordinator(s) to provide the latest Municipal Permit information and to request annual compliance reports from READ.

The Real Estate Assets Department will conduct the following activities, which are further described below.

- Create & maintain a lease Classification System for storm water requirements;
- Assure storm water requirements are included in lease contracts through the preparation of Storm Water Pollution Prevention Plans (SWPPPs) as they are renewed/established within 90 days as a condition for renewal;
- Educate appropriate Real Estate Assets management and staff in storm water requirements.

Lease Classification System

READ will assess and classify current leases in order to track when storm water requirements are added to lease contracts using the following steps.

- READ will review current leases and classify them in major categories. Leases will be categorized according to the type of service or business. The classification system will be a guide for identifying whether leases have been updated to include storm water pollution prevention requirements.
- Property Agents will review all existing leases on City-owned property and classify them according to a pre-established Lease Classification System.
- For any lease determined to be an industrial site as defined in the Municipal Permit, a letter will be sent to the lessee to obtain a WDID# under the State's General Industrial Storm Water Permit.

Incorporate Storm Water Requirements into Leases

As leases are renewed or created, leases will be updated to ensure storm water best management practices are incorporated into activities on City-owned leased properties with the following steps:

- Lease preparation- Under the Attorney's and Storm Water Program's advisement, READ will create standard lease language for new leases to incorporate Storm Water Pollution Prevention Plan (SWPPP) compliance and preparation.
- Communicate to Lessees the appropriate resources to assist developing specific BMPs for their business.
- Create Lessee monitoring program- Assign Property Agents, Lessees to check for SWPPP compliance. Designated checklists that are approved by the Storm Water Program will be in place that will pertain to the type of lease and make periodic inspections. Inspections and checklists will be filed in the lease file.

Storm Water Pollution Prevention Plans

The Storm Water Pollution Prevention Program will review all Storm Water Pollution Prevention Plans (SWPPPs) submitted by lessees to READ to determine their adequacy in meeting minimum requirements. Technical assistance related to storm water Best Management Practices will be provided to lessees upon referral from the READ property agent.

READ property agents will conduct and document annual inspections of the leased properties. The SWPPP will be used as reference for that inspection including records of lessee staff training. If problems are noted, the Storm Water Program will be notified and follow up inspections planned. The Storm Water Program will assist READ, as necessary, to bring the property into compliance with established standards.

Education & Training

1. Internal/Municipal Education:

The City of San Diego plans to conduct two levels of education and training for staff: General and Activity Specific. All staff will receive a basic introduction to the issue via a General Storm Water workshop created and funded by the General Services Storm Water Pollution Prevention Program. Additionally, those departments or work groups that perform work activities specifically identified in, and affected by, the Permit will create and execute and fund Activity Specific training sessions to introduce new work processes, functions and behaviors that incorporate the Best Management Practices (BMPs) necessary for staff to prevent illegal discharges into the City's storm water collection and conveyance system and recreational waters. Additionally, the Departments will fund the External Education and Outreach elements in this plan. All education and outreach covered by the permit shall contain the phrase, "Another City of San Diego Think Blue Program protecting our beaches, bays and watersheds."

A) General Storm Water Training Funded By the Storm Water Program:

Trainers to the staff of their respective departments, while created by the Storm Water Program, are primarily giving the General Storm Water workshops. And, Items 2,3,4,5 and 6, below, are the educational materials created for the workshops. A Train the Trainer A workshop was also created and given by the Storm Water Program (Item 7) to familiarize the trainers on the material and subject matter prior to rolling out the General Training workshop to their department staff.

Table 2.3-2. Storm Water Program General Training.

ITEM	AVAILABLE
1. Clean Water Leader/3-Cs BMP Reference Card	July 2001
2. General Storm Water Training Video	October 2001 To be completed by June 2002
3. City Employee Brochure	October 2001
4. Stop Pollution Pad	October 2001
5. Employee Knowledge & Behavior Survey. To be given before and after each General Storm Water Workshop by department trainers	October 2001
6. Frequently Asked Questions for department Trainers	October 2001
7. Train the Trainer Sessions. Training of department trainers on content and	September 10-14, 2001

ITEM	AVAILABLE
materials for the General Storm Water Workshops	
8. Storm Water Newsletter	July/August 2002*

* Note that Items 1 through 7 occurred in FY 2002 for city-wide distribution, and that Item 8 is slated for Fiscal Year 2003 and reflects an estimated available date.

B) Activity-Specific BMP Training(s):

The Real Estate Assets Department will work closely with the Storm Water Program to establish a system to update and improve the information and training materials available to staff.

Table 2.3-3. Department Training Activities.

ITEM	AVAILABLE*
1. Identify needs, create and execute Activity Specific education and training for property agents.	Completed by February 2003
2. Create Storm Water BMP Reference Binders for Staff	Completed by February 2003
3. Update BMP Reference Binders -periodic	June 2004
4. Train new employees on Storm Water activities. General and Activity Specific to be conducted by supervisor	New Employee Orientation

* Note the completion dates listed are estimated. Actual completion dates may vary depending upon other program factors.

2. External Education:

Historically the real Estate Assets Department has enjoyed good communication with and cooperation from the more than 800 lessees conducting business on City owned property. It's the City's intent to ensure that all lessees have properly educated their staff and are given outside resources that will help them comply with the City's Municipal Code and the new Discharge Permit.

Table 2.3-4. Department External Education Activities.

ITEM	AVAILABLE *
1. Provide appropriate outside resources to develop BMPs to Lessees based on type of business activities, i.e. industrial, commercial, restaurants, etc. Can be done via mailing(s); Inform of Storm Water Ordinance and Compliance expectation, including Think Blue brochure etc.	January 2003
2. Provide access to the City=s General Storm Water Training Video for Lessees check-out and show employees (50-100 video copies)	January 2003

** Note the completion dates listed are estimated. Actual completion dates may vary depending upon other program factors.*

2.3.3 Phasing

Year 1 (July 1, 2001 B June 30, 2002):

- Assist with the development of Mission Bay SWPPPs (years 1-3)
- Identify industrial sites
- Develop standard lease language
- Send Memo/Flyer with the Think Blue Brochure to all lessees regarding SWPPP
- Assist with the development of SWPPP Checklist for Leasehold implementation
- Update leases
- Assess, Devise and Execute General training program for Property Agents
- Assess, Devise and begin to Execute training program for Lessees

Year 2 (July 1, 2002 B June 30, 2003):

- Update leases
- Inspections for Mission Bay
- Assist with the development of SWPPPS for other lessees
- Continue to implement training program for Property Agents and Lessees

Year 3 (July 1, 2003 B June 30, 2004):

- Inspections for all other lessees
- Full Implementation of all programs from year one and year two

Year 4 (July 1, 2004 B June 30, 2005):

- Full implementation of the program

Year 5 (July 1, 2005 B June 30, 2006):

- Full Implementation of the program

Actual implementation of the activities listed above is dependent upon identification of funding in future yearly budgets and City Council approval.

2.3.4 Annual Assessment

The following form is representative of the quantitative and qualitative measures that will be tracked by the Storm Water Program regarding the City-Owned Leased Properties component in order to prepare the Jurisdictional Urban Runoff Management Program annual assessment. *These assessment factors and questions are presented for information only; some questions may be modified prior to each annual assessment period, and not all of the factors or questions below may apply to each component's responsible department(s).* Prior to each fiscal year, a tailored Annual Assessment Form will be distributed to responsible departments, and will include an Excel spreadsheet containing direct and indirect quantitative and qualitative measures similar to the example below. The Storm Water Program will provide a blank copy of the Annual Assessment Form and additional guidance to department management prior to the beginning of each fiscal year. Submission of this report will require department director approval.

Program Assessment Form - Municipal Facilities Operations and Management – City-Owned Leased Properties

QUANTITATIVE ASSESSMENT:

Activity	Quantity	Units	Comments
Number of high priority municipal facilities		#	
Number of high priority municipal facilities targeted for inspection		#	Due to calendar-year vs. fiscal year, staffing, budget, etc., as well as Permit Section F.3.b.(6)(d), the number of sites targeted for inspection may be less than the actual number of sites.
Number of high priority municipal facilities inspected		#	Number of sites (not the number of inspections, which may or may not be the same).
Number of medium and low priority municipal facilities inspected		#	See above.
Quantity of material removed from MS4		tons	direct measure; report in tons.
Quantity of debris removed that could have entered MS4 (i.e. street sweeping, litter removal)		tons	direct measure; report in tons.

QUALITATIVE ASSESSMENT:

1. Describe the major accomplishments of this component over the past year.

2. Summarize the educational and outreach activities conducted for this component over the past year to educate staff on water quality principles.

3. Summarize new activities or improvements to be implemented next year as a result of your self-assessment.

4. Other comments.

FINANCIAL ASSESSMENT:

Estimated annual storm water expenditures:

Personnel Expenditures: _____

Non-personnel Expenditures: _____